



NATIONAL GUARD ASSOCIATION OF THE UNITED STATES

ONE MASSACHUSETTS AVENUE, NORTHWEST WASHINGTON, D.C. 20001 (202) 789-0031 FAX (202) 682-9358

25 July 2005

CONFERENCE MEMORANDUM

TO: Officers and Members, NGAUS Board of Directors
Chairmen, NGAUS Standing Committees
Chairmen, General Conference Committees
Adjutants General of the States, Territories and the District of Columbia
President, NGEDA
Presidents, Executive Directors/Secretaries, State Associations
President and Executive Director, EANGUS
Chairman, Corporate Advisory Panel
Chief, National Guard Bureau
Directors, Air and Army National Guard
Director, Joint Staff, NGB

FROM: Brig Gen Stephen M. Koper, (Ret), USAF, President

SUBJECT: 127TH NGAUS GENERAL CONFERENCE

REFERENCE: By-Laws of the National Guard Association of the United States

I. TIME AND PLACE (Article VIII, Section 8.01); Appendix C 2. and 3.

- A. 17-19 September 2005, Honolulu, Hawaii
- B. NGAUS Headquarters Hotel – Sheraton Waikiki
- C. Business Session – Hawaii Convention Center, Kamehameha III
- D. Exhibition – Hawaii Convention Center, Kamehameha I & II
- E. States Dinner – Hawaii Convention Center, Kamehameha II & III

II. REPRESENTATION/DELEGATES (Article VIII, Section 8.03)

- A. Each state, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands and Guam are entitled to representation at the General

Conference as follows provided, however, that the state shall be a member in good standing pursuant to Section 3.01 (a).

1. One delegate, representing the state, who shall be the Adjutant General or, in the event the Adjutant General is unable to attend the Conference, an alternate designated by him;
 2. One additional delegate for each (fifty) 50 members, or major fraction thereof, of the paid Active-Annual or Life, Retired-Separated Annual, and Retired Life Members of the National Guard Association of the United States as of 30 June last preceding the next General Conference;
 3. One delegate who is a Retired-Life member;
 4. Two Company Grade Officer delegates, one Army and one Air;
 5. One Warrant Officer Delegate;
 6. Each member of the Board, with the exception of the Adjutants General, who is accounted for in 1. above
- B. A delegate shall be an Active-Annual or Life, Retired/Separated-Annual, or Retired-Life member whose membership is credited to the state by which he is appointed or selected.
- C. Each Past Chairman (formerly titled President) of the Association, who is a member of the Association and is present at the Conference and who is not an accredited state delegate, shall be a delegate at large.
- D. The appointment or election of delegates is a function of each state under procedures determined thereby. A state's delegates must be certified by the Adjutant General or State Association Executive Director/President/Secretary in accordance with that state's policy.
- E. A letter specifically addressing the allotment of delegates will be sent under separate cover by late-July to each state.

III. VOTING BODY (Article VIII, Section 8.03 and Appendix E)

- A. Accredited state delegates, the delegates-at-large, and such other persons as may be prescribed in the By-Laws shall compromise the voting body of the General Conference;
- B. Each General Conference includes as ex-officio members the Chairman of each Standing, Special or General Conference Committee who is required or

requested to render a report to the Conference if actually present and not otherwise a member of the voting body;

- C. Voting Body rules can be found in Appendix E of the By-Laws.

IV. ATTENDANCE

Attendance is open to all members of the NGAUS and their registered guests, and any individuals or groups invited by the Chairman. While the number of delegates and the voting body are limited as indicated above, all members of the Association in good standing are invited to attend and participate in the deliberations of the Conference.

V. HOUSING (Room Reservations)

- A. Hotel information has been provided by the Hawaii National Guard. Initial submission of registration/housing information was due on or before **15 July 2005**. Modifications to your initial submission can be made up to and including 1 August 2004. Hotel rooms will not be guaranteed if the data is received after the 1 August cutoff.
- B. Inquiries relating to hotel room blocks and rooming lists for the 127th General Conference should be made to Russ Kraus at (303) 773-8403 or at rwk@meetingsingeneral.com up to and including **29 July 2005**. The hotel lists and deposits will be turned over to the hotels the week of **8 August**. Starting on **15 August** state delegation representations can start working directly with the hotels for any changes to their rooming lists.
- C. The last date to request hotel room deposit refunds from the Hawaii Guard is **29 July 2005**. Hotel room deposit refunds after 1 August 2005 will be in accordance with the refund policy of the hotel and will be handled directly with the hotels, however, if the number of rooms assigned to your state decreases after the 1 August cut-off your state will be responsible for the one night's penalty assessed to the host state. Cancellation policies vary by individual hotel. Please consult Russ Kraus if you require specific cancellation policies of each hotel.

VI. REGISTRATION

- A. Each state delegation is requested to appoint a delegation secretary
- B. The official registration software was provided to each state at the January NGEDA meeting in Honolulu. Delegation secretaries are asked to use this software to register their delegations, including spouses and guests. Changes to each state's attendance list may be made up to and including on-site at the conference; however, the initial registration data was due with the hotel listings on or before 15 July 2005. Changes may be made to your attendance list up to

and including the arrival time of the delegation secretary. The last date to request a conference registration refund is **COB Sunday, 18 September**. If you have any problems or questions regarding the Registration Software please contact Greg Garner at greg.garner@ngaus-registration.com.

- C. State delegation secretaries can visit the registration desk at the Hawaii Convention Center beginning at 0800, Thursday, 15 September. Conference registration will be located in the main lobby of the Hawaii Convention Center. Upon completion of the registration process, a state's individual registration packets will be available for pick up at the convention center. Packets will be provided to the delegation secretary. Assistance will be provided to coordinate moving packets from the convention center to the hotels. State Executive Directors/Secretaries are advised to notify their delegations in advance about pick-up sites for their individual registration packets. A board will be provided in the registration area on which such locations may be posted. Hawaii POC is Ryan Okahara, ryan.okahara@hihick.ang.af.mil.
- D. National Guard officers serving on voluntary tours of federal active duty, unless on travel and duty with the National Guard Bureau, are expected to register as part of their respective state delegations. Accreditation, registration fees, housing and other administrative functions will be handled through their home state; these members should plan to be a part of their home state delegation.
- E. The registration fee is \$125 per attendee. The registration fee is for delegates, spouses, guests and industry representatives alike, and covers the bare minimum of conference expenses. The fee allows admittance to the business sessions and the exhibit hall, the Governor's Reception, the Spouses' Luncheon, and the States' Dinner. Golf and Fun Run participants are required to pay an additional fee.
- F. A badge must be worn at all functions except for the States' Dinner. The charge for replacing a badge is \$5.
- G. Registration paid by NGAUS will be on a reimbursement basis through a voucher request sent to NGAUS Headquarters after the conference. Examples of reimbursable registration from NGAUS are: individual award winners, one company grade officer per state if the conference is promoted in the state, NGAUS Board Members, NGAUS Standing Committee Chairpersons and Task Force Chairpersons. Registration fees that NGAUS has agreed to cover **may not be** deducted from state delegation payments to the Hawaii Conference Committee.
- H. NGAUS will register Board Officers as Distinguished Guests and will pay the host state directly for these fees.

VII. ACCREDITATION

- A. Adjutants General delegates and state delegates will be accredited by the Committee on Credentials and Rules based on their states having paid state dues in accordance with Article VIII, Section 8.03 (a) (1) of the NGAUS By-Laws. If a proposed delegate is not a member in good standing, the delegation secretary will be notified and corrective action will be permitted. This must be completed before the Committee on Credentials and Rules convenes at 1400 on 16 September.
- B. Credentials for the Nominations and Resolutions Committees must be obtained at the Credentials and Rules desk in the registration area during registration hours in order to access the committee meeting areas. NGAUS POC is Ms. Bonnie Carter, 202-408-5880.

VIII. TRANSPORTATION AND PARKING

A. COMMERCIAL AIR:

1. Bus transportation

- a. The Hawaii Guard will provide transportation from the Honolulu International Airport to the following designated conference hotels (Sheraton Waikiki, Hyatt Regency, Princess Kaiulani, Waikiki Beach Marriott, Hilton Hawaiian Village, Royal Hawaiian Hotel, and Sheraton Moana Surfrider. This service will be available to all registered conference attendees **arriving on Thursday, 15 September and Friday, 16 September and departing on Tuesday, 20 September**. The Hawaii Guard will not pay for bus service to non-conference hotels or on dates other than those listed above.
- b. Delegation secretaries or the responsible party for registering state delegates will need to update the NGAUS registration software with the following information (Example on page 13):
 - (1) On the Administrative Data screen insert arrival and departure dates for each registrant in your state that will require transportation.
 - (2) On the “Administrative Data” screen go to “Mode of Travel” and select “CA” (Commercial Air) from the pull down menu.
 - (3) If additional arrival and departure information is available please complete the remainder of arrival and departure information requested on the screen. This step is not required but would be helpful to the host state and the bus company.

- (3) A copy of the screen is attached for your assistance.
 - (4) Please note that only those registrants whose software input reflects a "CA" as the mode of travel, an arrival date of 15-16 September, and/or a departure date of 20 September will show up on the reports provided to the bus company. Only registrants listed on this report will be eligible for the complimentary transportation from the airport.
 - (5) If non-registered attendees are traveling with registered individuals there will be a \$14.00 round-trip charge for these non-registered attendees.
 - (6) A list of registered persons will be provided to the bus company by state by arrival date prior to the conference. This list will be checked against actual registrants when all of the registration is completed. Updated departure lists will be provided to the bus company on 19 September for those individuals departing on 20 September.
- c. Robert's Hawaii (bus company) will provide the shuttle service. After leaving the baggage claim area, walk through the sliding glass doors to the street, and look for a Robert's Hawaii rep wearing a bright yellow shirt with the words "Authorized Airport Waikiki Shuttle" on the front. The rep will direct you to the bus pick-up point. Shuttles depart the Honolulu International Airport every 30 minutes.

B. MILITARY AIR:

Military airlift should be coordinated with Hickam Air Force Base (AFB). Ramp space at Hickam AFB is limited. State associations are requested to e-mail their flight itineraries (arrival/departure date/times) to our Military Airlift Coordinator, Capt Kenneth Matsuda, Kenneth.Mastuda@hihick.af.mil, no later than **Monday, 15 August**. Complimentary bus transportation from Hickam AFB to the designated conference hotels will be provided for all mil air arrivals.

C. HOTEL TO HAWAII CONVENTION CENTER (HCC) SHUTTLES:

Daily complimentary shuttle transportation to/from the designated hotel pick-up points and the HCC will be provided 16-19 September 2005. The shuttle schedule and hotel pick-up points will be posted to the NGAUS 2005 website (www.ngaus05.org) under the "Transportation" button starting on 1 August.

D. SPECIAL EVENTS SHUTTLES:

Complimentary shuttle transportation to/from the designated hotel pick-up points and the special event sites (e.g., NGAUS Golf Tournament, Spouses Lunch) will be provided. The shuttle schedule will be posted to the NGAUS 2005 website (www.ngaus05.org) under the “Transportation” button starting on 1 August.

E. RENTAL CARS:

For attendees wishing to obtain a rental car, we have coordinated special rental car rates with Hertz. Please look for the Hertz banner on the NGAUS 2005 website (www.ngaus05.org) under the “Transportation” button.

F. PARKING:

1. All hotels offer paid parking, prices vary by hotel. Please contact Russ Kraus or the hotel directly for contracted rates.
2. All parking at the convention center is paid parking. Parking passes can be purchased on-site for \$25 from the Convention Center’s security control room staff. This pass will allow 24 hour access to your vehicle for the duration of the conference. Additionally, parking is available at the parking lot for a fee of \$5 per exit.

IX. UNIFORM

- A. Business Sessions: Class B (short-sleeved shirt, slacks, headgear)
- B. States Dinner: Aloha attire
 1. Male: Aloha print shirt (button down or polo), slacks, covered shoes
 2. Female: Aloha print dress (no mini-dresses), covered shoes or sandals
- C. Other events: Civilian casual

X. NGAUS AREA MEETINGS AND EXHIBITION INFORMATION

- A. NGAUS Board of Directors elected area representatives will host “town hall” meetings with the members of their areas on Saturday, 17 September, to update them on NGAUS activities in Washington and to receive their input as to how the members want their association to work for them.

- B. The formal opening of the exhibit hall will be conducted at 1600 on Friday, 16 September, in the Hawaii Convention Center outside the Exhibit Hall. The traditional opening exhibit brunch will be served in the exhibit hall at 1030 on Saturday, 17 September. Coffee service will be provided in the exhibit hall on Saturday, 17 September from 0730-1000 and on Sunday, 18 September from 0730-0930. Exhibits will close on Sunday, 18 September at 1300. There will be no exhibit hours on Monday, 19 September.

XI. BUSINESS SESSIONS

- A. All sessions listed below will be held in the Hawaii Convention Center:
1. First Business Session – Saturday, 17 September
 2. Second Business Session – Sunday, 18 September
 3. Third Business Session – Monday, 19 September
 4. Army Guard Separate Session – Monday, 19 September
 5. Air Guard Separate Session – Monday, 19 September
 6. On Saturday and Sunday access to the Business Sessions is through the exhibit hall air walls. The outside doors to the exhibit hall will be exit only. On Monday access to the Business Sessions will be through the rear doors of the exhibit hall being used for the business sessions, Kamehameha III.

B. **Retired – Life Caucus** (Appendix E, Caucuses)

Retired-Life Luncheon Caucus will be held on Sunday, 18 September, at the Hawaii Convention Center immediately following the second business session. NGAUS is subsidizing this luncheon/caucus; therefore the cost to retired life members of NGAUS is \$5, \$25 for all others.

C. **COMPANY GRADE/WARRANT OFFICER MIXER, PROFESSIONAL DEVELOPMENT SEMINAR AND CAUCUSES** (Appendix E, Caucuses)

1. The first company grade and warrant officer event will be a combined mixer on Friday, 16 September, at the Sheraton Waikiki Diamond Head Lawn from 1830-2030. All company grade officers, warrant officers and their spouses are urged to attend. There is no admission fee for this event for fully registered attendees. Hawaii POC is CPT Jeff Kawakami, jeff.kawakami@hi.ngb.army.mil.

2. A Company Grade Professional Development Seminar/Brunch will be held on Saturday, 17 September at the Hawaii Convention Center from 1030-1200. The Company Grade Luncheon/Caucus will be held on Sunday, 18 September, at the Hawaii Convention Center following the second business session. There is no charge for this event as it is sponsored by NGAUS.
3. The Warrant Officer Luncheon/Caucus will be held on Sunday, 18 September, at the Hawaii Convention Center following the second business session. There is no charge for this event as it is sponsored by NGAUS.

XII. **STATES DINNER**

The States Dinner will be held at the Hawaii Convention Center from 1930-2130 on Monday, 19 September. There will be no parade of flags at the States Dinner; the traditional parade of flags will occur at the opening business session during the roll call of the states.

XIII. **COMMITTEES AND AREA CAUCUSES** (Article VI and Appendix E)

- A. Standing and Conference Committees specified in the By-Laws of the Association will meet prior to and during the General Conference at the call of their respective chairpersons to conduct the business of NGAUS within their purview. Area and special caucuses, as defined in the By-Laws, will also meet at the call of the caucus chairperson.
- B. Conference Committee and Caucus membership consists of one or two accredited delegates selected from and by each state delegation as follows:
 1. Area Caucuses – One (1) Army and One (1) Air delegate from each state in the NGAUS area
 2. Committee on Resolutions – One (1) Army and One (1) Air delegate
 3. Committee on Nominations – One (1) delegate
 4. Company Grade Caucus – One (1) Army and One (1) Air delegate
 5. Retired/Separated Caucus – One (1) Army and One (1) Air delegate
 6. Warrant Officer Caucus – One Warrant Officer delegate
- C. **State selections for committee/caucus membership should be sent with the appropriate certification to NGAUS Headquarters NLT 15 August 2005.** A majority of the membership of any caucus or committee constitutes a quorum. Operations of each caucus and committee is as determined by these bodies, in

accordance with the By-Laws, to include voting, except that all voting members must be physically present in the chamber at the time the vote is taken.

- D. Conference committees will be discharged concurrent with the adjourning of this General Conference.

XIV. ELECTIONS (Article V, Section 5.02 and 5.03)

- A. The 127th General Conference will conduct the following elections:

1. Board of Director Members (three-year terms) from National Guard Areas II and V. They are to be elected by a majority vote by the General Conference of the Association for a three-year term. Terms of office are to begin at the close of the third business session of the 127th General Conference. Each National Guard Area will elect one Adjutant General Member, one Army National Guard member and one Air National Guard member. The ARNG and ANG members may not be Adjutants General.
 - a. The Area II Caucus will meet on Saturday, 17 September, to nominate its Board of Director representatives.
 - b. The Area V Caucus will meet on Saturday, 17 September, to nominate its Board of Director representatives.
2. Company Grade Air representative to the Board of Directors – Nominations for this position will be made at the Company Grade Luncheon/Caucus on Sunday, 18 September.
3. Retired-Life Army representative to the Board of Directors - Nominations for this position will be made at the Retired-Life Luncheon/Caucus on Sunday, 18 September.

- B. The Committee on Nominations will meet NLT 1430 on Sunday, 18 September, to prepare a slate of nominations for any vacancies on the Board of Directors required to be filled by the General Conference, consisting of the names of the members of the Association referred to it by the appropriate National Guard Area Caucus, Company Grade Caucus and Retired-Life Caucus convened for that purpose.

- C. The Committee on Nominations will present all ballots to the main body for a vote on Monday, 19 September. Caucus Chairs are responsible for bringing caucus results to the Nominations Chairman before that committee convenes. The Chairman of the Nominations Committee is Brig Gen Brod Veillon.

XV. RESOLUTIONS

- A. State resolutions were due at the NGAUS Headquarters by 1 June 2005 in order to be assured of consideration by the Resolutions Committee. Resolutions received after June 1 are treated as proposed emergency resolutions. Resolution packets will be forwarded to the Adjutants General and State Association Executive Directors/Secretaries in early August. Adjutants General and State Association Executive Directors/Secretaries are requested to forward the proposed resolutions to their appointed members of the Resolutions Committee for review prior to the Conference.
- B. Adjutants General and State Association Executive Directors/Secretaries need to submit Resolution Committee candidates for validation NLT 15 August 2005. Adjutants General are urged to ensure that appointed members of the Resolutions Committee will be available for meetings beginning on Friday afternoon, 16 September at 1300. It is essential that members of the Resolutions Committee bring their NGAUS resolutions package to the Conference, as resolutions packages will not be provided in Honolulu. The Chairman of the Committee on Resolutions is Maj Gen William Searcy. The Air Subcommittee Chair is Col Michael Morgan (VT) and the Army Subcommittee Chair is COL Stephen Joyce (GA). NGAUS POC is Brig Gen Stephen Koper, president@ngaus.org.

XVI. AWARDS

- A. The names and recipients of the NGAUS individual and unit awards will be disseminated by the end of July. Adjutants General will be asked to provide certain biographical information on recipients from their respective states, and to notify NGAUS whether or not individual winners will be present at the Conference to receive their awards.
- B. Individual awards will be presented at various times during each business session. The presentation will include the Harry S Truman Award, the Distinguished Service Medal, the Meritorious Service Award, the Patrick Henry Award, the Garde Nationale Trophy, the Charles Dick Medal of Merit, the GV Sonny Montgomery Medal and the Valley Forge Cross.
- C. Unit awards, such as the Pershing Plaques and ANG Operational Readiness Trophies, will be presented during the Army and Air Separate Sessions on Monday, 19 September. Adjutants General are requested to provide the names of the individuals who will accept these awards to NGAUS POC Mr. Richard Arnold, 202-454-5301.
- D. Membership awards will be presented during the first business session.

XVII. COMMITTEE ON CREDENTIALS AND RULES

The Committee on Credentials and Rules will meet on Friday afternoon, 16 September. Committee Chairman is Col (ret) Raymond W. Magill. NGAUS POC is Ms. Bonnie Carter, 202-408-5880.

XVIII. COMMITTEE ON BY-LAWS

The Committee on By-Laws will meet as needed upon the call of the Committee Chairman, BG Harry B. Burchstead, Jr.

XIV. PROFESSIONAL DEVELOPMENT SESSIONS

In addition to the senior military and civilian leader presentations scheduled in our conference sessions NGAUS, in conjunction with the National Guard Bureau and additional DoD agencies, will again offer professional development sessions at this year's conference.

An additional memorandum giving the time and location of events and meetings will be sent to each state in August.

Administrative Data

Guest ID	Rank	Last and Namesake	First and MI	Gender	State Code
NA2272095610	XXX	SMITH	SMITH	M	NA

Badge or Nickname

SMITH

Committee Assignments - Check all that apply

<input type="checkbox"/> Retiree	<input type="checkbox"/> CO Grade	<input type="checkbox"/> Time Place
<input type="checkbox"/> Nomination	<input type="checkbox"/> Resolution	<input type="checkbox"/> Warrant Off

Status Delegate Email Address

M

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Hotel Assignment

Commit Room?

Type of Room/Remarks

Arrival Date	Departure Date	Mode of Travel	Arrival Carrier	Arrival Airport	Arrival Flt #	Arrival Time
9/15/2005	9/20/2005	CA	XXX	XXX	XXX	XXX

Departure Carrier	Departure Airport	Departure Flt #	Depart Time	Events Data	Verify Badge	Close Record
XXX	XXX	XXX	XXX			